

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

KAMPALA

2. AGENCY

STATE

3a. POSITION NO.

**101296, 101169, 100617,
650062, 650063, 650064**

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ Yes ☐ No 101296, 101169, 100617, 650062, 650063, 650064 (6 Positions in total)

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

PAINTER FSN-1210

FSN-4

10/17/2019

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

PAINTER

7. NAME OF EMPLOYEE**8. OFFICE/SECTION**

U.S.EMBASSY KAMPALA

a. First Subdivision

ADMINISTRATIVE OFFICE

b. Second Subdivision

GENERAL SERVICES OFFICE

c. Third Subdivision

MAINTENANCE SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor

Date (mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Responsible for the full range of painter trade skills at the journey level including surface cleaning and preparation, sanding, plastering and stucco work, minor repair of wooden moldings, door frames, windows and thresholds prior to painting and refinishing, as well as the entire range of painting, lacquering, and varnishing work required in Embassy as part of Post's scheduled preventive maintenance program.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
Painting 40%	
Paints and varnishes walls, doors, windows and moldings, and performs necessary minor repairs prior to painting.	
Installation 20%	
Hangs wall coverings, and installs carpet, wood molding and linoleum flooring.	
Supplies Management 15%	
Advises the Maintenance Supervisor of the types of paint and materials required and estimates the quantity to be purchased.	
Advices 15%	
Advices the supervisor on the scheduling of jobs, estimating time and material requirements. Installs wallpaper, fiberglass wall covering, carpet, and floor tiles (linoleum) in accordance with generally accepted trade practice.	
Other duties 10%	
15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE	
a. Education	
Completion of high school plus completion of vocational training or apprenticeship recognized as producing journeyman-painting skills is required.	
b. Prior Work Experience	
Two (2) years of journeyman painting experience is required.	
c. Post Entry Training	
None	
d. Language Proficiency: List both English and host country language(s) by level and specialization.	
Level II English (Limited knowledge) is required.	
e. Knowledge	
Must have full journeyman painting knowledge of established practices and procedures of the painting trade. Must have basic knowledge of local vendors of necessary services/materials.	
f. Skills and Abilities	
Must be able to use all tools of the trade.	
16. POSITION ELEMENTS	
a. Supervision Received	

Maintenance Supervisor.

- b. Available Guidelines
15 FAM regulations, SOPs, directives from the FM. Local trade practices and local regulations. Safety, Health and Environmental Management (SHEM) Guidelines.
- c. Exercise of Judgment
Determine extent, nature of repairs needed and need for replacement of equipment.
- d. Authority to Make Commitments
None
- e. Nature, Level and Purpose of Contacts
Co-workers in maintenance section and US Direct Hire Americans employees.
- f. Supervision Exercised
None
- g. Time Required to Perform Full Range of Duties after Entry into the Position
52 weeks

“This position description in no way states or implies that these are the only duties to be performed by the incumbent .Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her Agency.”